

MCLE Self-Reporting Pro Bono Credit

Here are step-by-step instructions for self-reporting your pro bono service hours to obtain MCLE credit:

1. Go to mcle.wsba.org/ to login.

2. Click the green “Add Activity” link that is just above your roster of CLE activities.

3. Scroll down to “Add Other Activity” – “Pro Bono Service”.

4. Fill out the relevant information (i.e. *QLSP = Tacoma-Pierce Co. Bar Assoc. Volunteer Legal Services Prog.; City = Tacoma; Comments & Communication = Name of clinic you attended, year attended, and number of hours for each session).

5. Submit credit for review; record the activity ID number for your records. It will be listed as “Pending Review” until approved. An MCLE Analyst will typically review your submission within two weeks.

6. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as “Incomplete” and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the “Comments & Communication” panel to view instructions from the MCLE Team.

7. You will receive an email titled “WSBA – MCLE: Activity Approved” once the CLE submission has been reviewed and added as credit to your MCLE dashboard.

* The sponsor listed must be recognized by the WSBA as a Qualified Legal Services Provider as defined in **APR 1(e)(8)**.

Questions? Contact mcle@wsba.org